DATABASE SOLUTIONS

WASHINGTON STATE
DEPARTMENT OF
ECOLOGY

TURBO WASTE

Version 1.1

User's Guide
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INTRODUCTION

The ***TurboWaste User Guide*** provides information about the basic skills you need to use this program. In addition to this guide, you should have the following documents available for reference:

- TurboWaste Instructions Method 1 (if you are importing data files)
- TurboWaste Instructions Method 2 (if you are data entering information)
- Dangerous Waste Annual Report forms (for the reporting year)

BASIC STEPS

1. Gather the annual reporting information required to complete the GM, WR and OI forms.

2. Install the TurboWaste software onto your computer.

3. Enter data or import in your annual reporting information into TurboWaste.

4. Pass your data through the series of Data Validation reports. If errors are found, correct them.

5. Export your <u>validated</u> data files out of TurboWaste (files will be compressed and merged).

6. Submit your data files (on diskette or over the Internet) to Ecology.

7. Complete the VF (Verification) Form to accompany the submittal.

1. INSTALLATION

Minimum Hardware and Software Requirements

- Windows 95 or Windows NT
- IBM Compatible PC
- 486-66 Mhz , 16 Megabytes RAM, 20 Megabytes of free hard disk space
- Recommended: Pentium P-133, 32 Megabytes RAM, 20 Megabytes of free hard disk space
- Microsoft Access 7.0 (optional)

Installation from the Internet:

On Your Computer:

1. Create a temporary directory on your C:\ drive called tw_temp.
2. Create ten subdirectories called disk1, disk2,......disk10.

From the Internet:

1. Open up Ecology's Internet site at **http://www.wa.gov/ecology/hwtr**.
   Double click on the twdisk01.exe file. Choose SAVE TO DISK option.
   Save to C:\tw_temp\disk1. Repeat this step for disks 2 through 10 (saving
   each to the appropriate subdirectory).
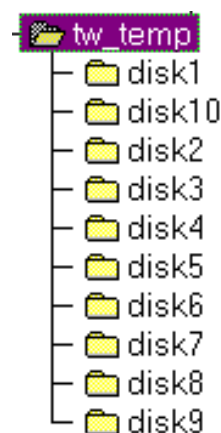
On your Computer:

1. Go to C:\tw_temp\disk1 and double click on the twdisk01.exe file. This will unzip the file
   contents. Repeat this step for disks 2 through 10.
2. To install TurboWaste on you computer, go to C:\tw_temp\disk1, double click on SETUP.exe
   file (this is an application program).
3. Follow the installed instructions on the screen. Choose the "Typical Setup" option (the other
   options listed are inactive and do not work).
4. When installation is complete, TurboWaste will have created a new directory called
   C:\TurWaste.
5. The tw_temp directory and it's contents may now be deleted. But, before you do, you should
   check that your installation was successful or you'll be going back to the Internet for disk
   copies.

Installation from Diskette:

1. Insert Disk 1 into your A: drive.
2. Start, Run, type a:\setup.
3. Follow the instructions on the screen. Choose the "Typical Setup" option (the other options
   listed are inactive and do not work).
4. When installation is complete, TurboWaste will have created a directory called C:\TurWaste.

Future Software Updates:

Future enhancements and improvements to this software are possible. Any changes will result in the release of a software update. Software updates will require you to replace the TurWaste.mde file in your program (you will not have to re-install the entire set up of 10 disks). (For those companies with electronic mail, we will notify you via E-mail of any software update, and the Internet site for you to download the new file. For companies who received the software by diskette, Ecology will mail a new disk to you.)
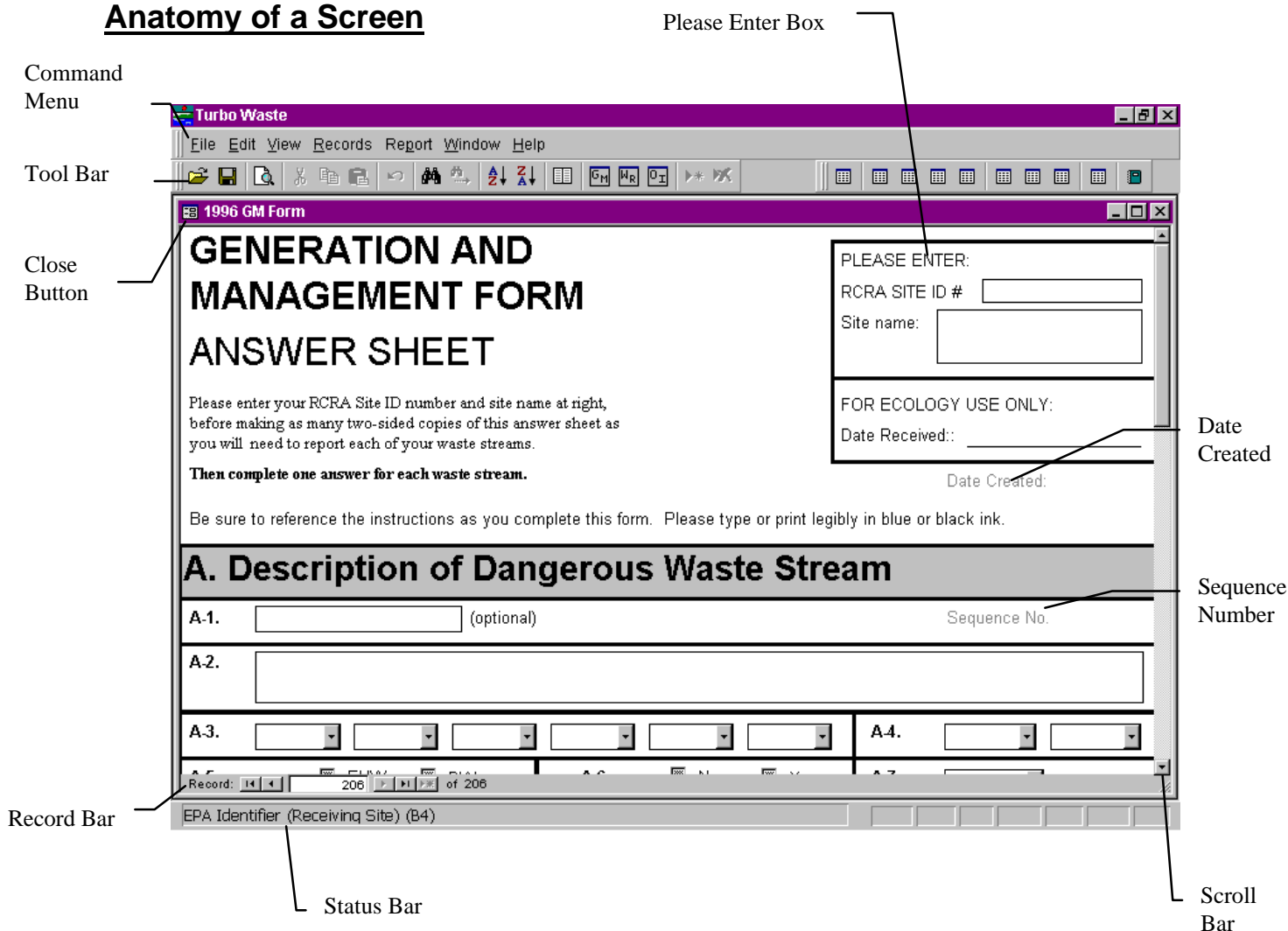
2. GETTING AROUND

A Quick Tour in TurboWaste:

There are a number of ways to get around in TurboWaste...........

1. Mouse Pointer: Use your mouse pointer to position the cursor anywhere on the screen, to use the pull down menus, and to use any of the other window type features.

2. Arrow Keys: Use the arrow keys to move the cursor around within each of the different questions.

3. Tab: Press Tab to move the cursor to the next question.

4. Shift Tab: Press Shift and Tab together to move the cursor back to the previous question.

5. Enter: Use the enter key to take you to the next field for data entry.

6. Scroll Bars: Use the side or bottom scroll bars to move around within the form or within certain questions on the form (GM questions B4, B5 and C, and WR question 9 and 10).

7. Control Tab: Press Control (Ctrl) and Tab together to take you to the next question on the form.

Anatomy of a Screen

Command
Menu

Tool Bar

Close
Button

Please Enter Box

Date
Created

Sequence
Number

Record Bar
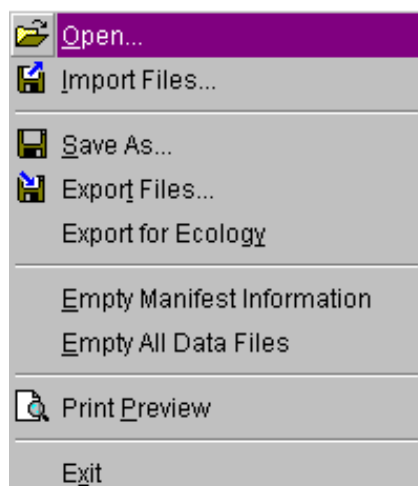
Status Bar

Scroll
Bar

Command Menu

The Command Menu has two main features. On the first row are the English commands for operating all of the functions in the software. All of these commands have pull down menus.
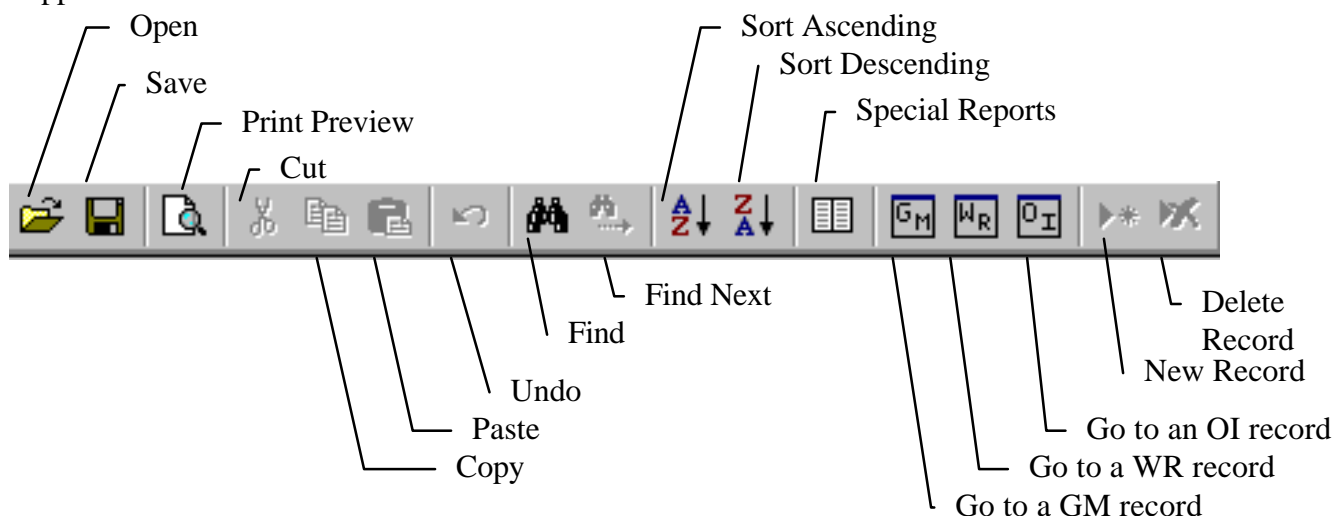

File Edit View Records Report Window Help

For example, click on File and you'll
get the following:

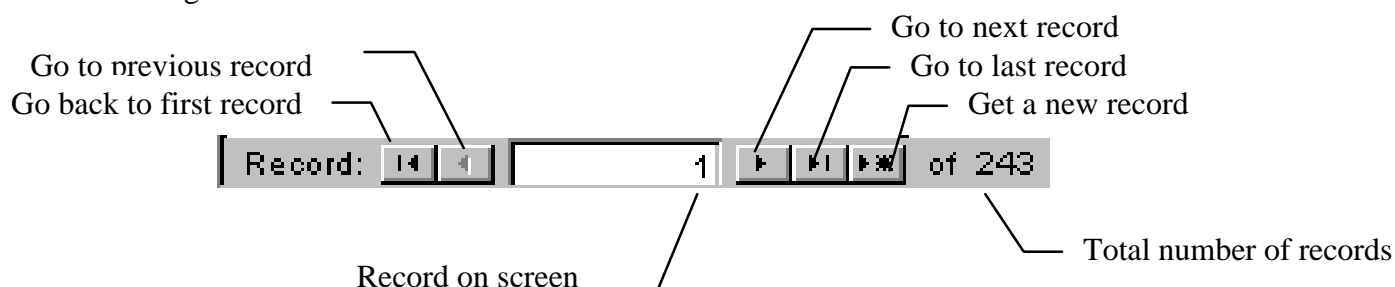|	
📂	**Open...**
💾	Import Files...
💾	Save As...
💾	Export Files...
	Export for Ecology
	Empty Manifest Information
	Empty All Data Files
📄	Print Preview
	Exit

Tool Bar

On the second row is the Tool Bar. There you'll find common functions that are short cuts to the functions in the first row. If you hold the mouse pointer on one of these icons, a short description will appear.

Open
Save
Print Preview
Cut
Sort Ascending
Sort Descending
Special Reports
Find Next
Find
Undo
Paste
Copy
Delete Record
New Record
Go to an OI record
Go to a WR record
Go to a GM record
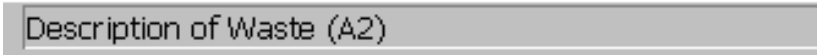
Record Bar

You will find the record bar at the bottom left hand corner of the screen. When viewing forms, the record bar is tells you what the total number of records are for that form type (GM, WR and OI) and which individual data record you are looking at. For example, in the following, you would be looking at record 1 of 243.

Go to next record
Go to last record
Get a new record
Go to previous record
Go back to first record
Record on screen
Total number of records

Status Bar

You will find the Status Bar at the bottom left hand corner of the screen, under the Record Bar. The Status Bar is a handy way to tell where your cursor is at. In the following example, your cursor would be located in question A2 of the GM form.
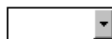
Description of Waste (A2)

Scroll Bar

Use the Scroll Bar to reposition your form on the screen. Do so by clicking on the Scroll Bar Button (located inside the Scroll Bar) and drag it until you are satisfied with the position of the form.
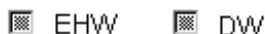
You will find Scroll Bars on the GM and WR forms.

Pull Down Menu Selection:

TurboWaste has been designed with pull down menus that contain information (listed alphabetically by description) for that particular question.

Check Boxes

▨ EHW   ▨ DW

Many questions on the GM, OI and WR forms have Check Boxes. To answer one of these questions, simply point your mouse at the box you want and click or highlight and use the space bar. The check box you choose will be filled in with a check mark.

Close Buttons   ⊠

There are a few ways to exit either the individual form you may be working on, or the entire program.

- To exit from a form, use the Close Button found in the upper right hand corner of the form screen.

- To exit from the program, use the Close Button found in the upper right hand corner of the screen. You can also go to the Command Menu, click on File and then click on Exit.

Please Enter Box

Each record has a "Please Enter" box. TurboWaste will fill in this box for you with the information you enter on the User Information Screen (when you begin the program).

As you begin to enter data into a new record, you will notice a slight delay in the program. This is because TurboWaste is busy filling in the "Please Enter" box for you.

```
PLEASE ENTER:
RCRA SITE ID #    [              ]
Site name:        [              ]
                  [              ]

FOR ECOLOGY USE ONLY:
Date Received::   _____
```

If you want to make modifications to the information entered in the "Please Enter" box, you must go back and update your User Information Screen (see Edit pull down menu).

```
Sequence No.          1
```

Sequence Number

Towards the upper right hand corner of each form (GM, WR and OI) you will see a shaded "Sequence Number". For hand entered data, the Sequence Number is assigned by TurboWaste. For imported data, the Sequence Number is the Form Sequence Number you assigned in your data files. The Sequence Number represents the key field of the record you have created and is linked to the form type (GM, WR or OI).

The "Sequence Number" appears on the screen but will not be on a printed copy of the form.

```
Date Created:   1996/05/03
```

Date Created

Under the "Please Enter" box of each form (GM, WR and OI) you will find a shaded date of creation. This date is assigned to each record by TurboWaste. If your data has been imported in, this is the same date as in your import files. If your data has been hand entered, this is the date of hand entry into the program.

The "Date Created" will not automatically change as you update your records. You may manually change this date, if you so desire, by using your cursor. This is a required field. A deleted (or blank) "Date Created" field will result in a Data Validation error message.

The "Date Created" will appear on the screen but will not be on a printed copy of the form.

3. GETTING READY

Before you Start:

Before entering your dangerous waste data into TurboWaste, you should familiarize yourself with The Dangerous Waste Annual Report Book 1 Forms and Instructions and Book 2 Guidebook and Codes. Most of the detailed information contained within Book 1 and Book 2 describing the paper based filling of the GM, WR and OI forms is still applicable to electronic reporting with TurboWaste.

Since TurboWaste is a Windows 95 based application, all of the basic Window features have been incorporated into the program. The instructions that follow assume users are already familiar with the basic operations of Windows 95 or NT. These instructions focus on the unique features of TurboWaste and are limited in regards to basic Window applications.

To Start TurboWaste:

The following instructions are only for use with Windows 95. *At time of printing these instructions, Ecology did not have access to a computer system with Windows NT for creating Windows NT start up instructions.*

1. Go to Start button
2. Choose Programs
3. Choose TurboWaste
4. Choose TurboWaste (Ecology icon)

Step 1: User Information Screen:

This screen appears when you start the program for the first time. Enter the information as requested. This data will be used to create your TurboWaste header files for electronic submission to the Department of Ecology, and will populate the "Please Enter" box found on the top of each form. Enter the filing year for which you will be entering or viewing data.

Filing Year

TurboWaste provides the capability to track multi-year data. To use the multi-year feature, you must first access the user information screen and enter the appropriate filing year for the data you want to enter or view.   That's all there is to it.

Check the TRACK CHANGES box if you want to keep records on any changes you make to previously entered data. This can help you monitor changes made by you or your staff.

You can access the user information screen at any time under the EDIT pull down menu

Step 2: Preparing to Enter Data:

Start with the OI Form: The most practical way of entering data into TurboWaste is to start with the OI form. By entering OI data first, you will have the RCRA Site ID#'s (of all your TSDR's and/or Generators) available as a pull down in sections B4 and B5 on the GM form, and section 9 on the WR form. This will speed up your data entry.

Initially, TuboWaste opens on an OI form. You can have all the forms (GM, WR and OI) open at the same time. To do so click on the GM and/or WR forms on the tool bar and then choose Window, Cascade.

4. SPECIAL FEATURES

Summations: Σ

The summation buttons are handy tools that will automatically calculate your waste amounts. You may use these buttons to automatically populate the waste amount questions, or you may enter the amount in by hand.

- GM: Question B1 is summation is for the total waste amounts entered in questions B3 and/or B4. Question B4 is summation for the total waste amounts entered in question B5.
- WR: Question 8 is a summation for the total waste amounts entered in question 9.

✔ *Important Note. <u>Do not</u> use the summation button in question B4 on the GM form if you have reported a TSDR ID# twice, each time with a different system code.*

For example:

    i. Designated Facility (TSDR) ID Numbers   ii. System Code

| WAD991281767 | MO77 |
| WAD991281767 | M121 |

*Since the waste shipment information in B5 does not include system codes, the summation feature can not tell which shipments in B5 correspond to the different system codes in B4. **You will need to calculate and enter these waste totals by hand in section B4.***

Field Description:

Many of the fields (or questions) on the GM and WR forms have field description boxes. These boxes will appear if you leave the mouse pointer inside a field for 1 second.

Help:

Each of the form questions has a help field that displays the reporting instructions as found in Book 1 Dangerous Waste Annual Reporting forms and instructions. To display help contents, position your pointer within the question and press F1. You may now scroll through the reporting instructions. You also have the ability to print the entire set of instructions.

Logic Checks:

Within TurboWaste, there are a number of logic checks that help ensure you enter only valid information. For example, entering a WT01 waste code in question A4 on the GM form will automatically designate your waste in question A5 as EHW.

RCRA Site ID#'s:

In TurboWaste, each of the GM and WR questions that ask for a RCRA Site ID# have pull down menus. You may use the pull down to select an ID# from information previously entered on the OI form. If you enter an ID# that is not already on the OI form, the program will take you directly to the OI form for data entry of the required information.

TurboWaste has been designed to recognize only valid RCRA Site ID#'s, special waste ID#'s (SPWASTE__), and foreign country ID#'s (FC_____). If you try to enter an unrecognizable (invalid) ID#, TurboWaste will first take you to the OI form (if the ID# has not been previously entered) and next display an invalid ID# message box. If you get this message, you will need to find the correct ID# for the site.

Multi-Year Data:

In TurboWaste, you can enter data for multiple years. To do so, you first go to the User Information Screen (under the Edit pull down) and enter the filing year for which you want to enter data. Next, close any open GM, WR, or OI forms you may have on the screen. Lastly, open up a new form. You will now see your new filling year in the upper left hand corner of the form.
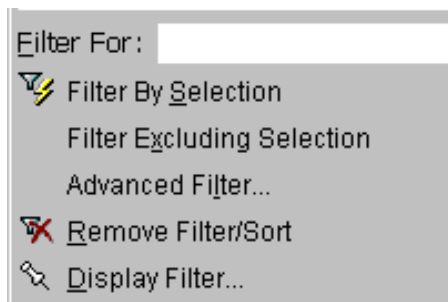
5. FILTERS

This is a useful tool for searching for select groups of data.   The Filter selection function can be used on any question on the form, thereby giving you a powerful tool for analyzing your data.

Starting Filters:

To operate this feature put your cursor in any one of the fields (questions) you want filtered.

Select RECORDS on the Command Menu. Enter the filter criteria that you want to search for, then press the enter key. TurboWaste will search and select all records in your file that meet your criteria.   If you wish, you can then continue with the filter selection, to narrow your record search even more.

*Use your right mouse button as a short cut to initiate the filter.*

Filter For:

Use this to display any type of selection criteria.

For example, let's say you want to see all GM records for waste amounts greater than 1000 pounds (question B1). Your original (unfiltered) data set contains 124 records.

Start by placing the cursor in question B1. Then click your right mouse button. The filter selection box will now appear.

Next, enter in the symbol ">" for greater than followed by the quantity of "1000". Then press enter.
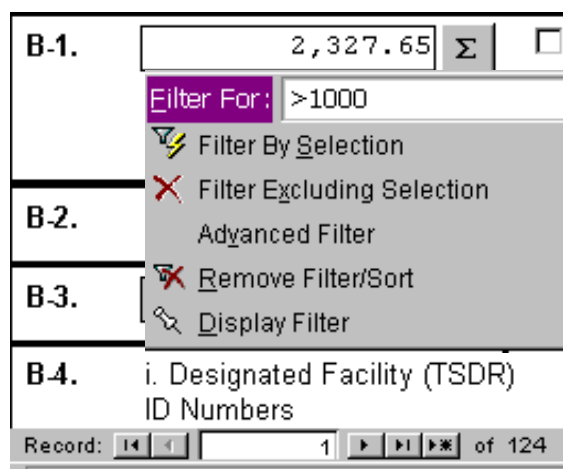
Here are the results:

Notice that the waste amount quantity in question B1 is >1000.

Notice that the record bar now shows 87 (filtered) records that meet the selection criteria for question B1 waste amounts greater than 1000 (remember the original file showed 124 records).

B-1. | 2,327.65 | Σ | ☐ ST ☐

B-2. ☐ On-Site ☑ Off-Site ☐ Both

B-3. [   ] [▼] **B-3.**

B-4. i. Designated Facility (TSDR) ii. Sys
ID Numbers

Record: ◄◄ ◄ | 1 | ► ►◄ ►* of 87 (Filtered)

Filter by Selection:

Use this as a short cut to display only the records that meet a selection criteria currently displayed on screen.

Let's say for example you want to see all GM waste streams that have the Form Code B202 (halogenated solvents). Your original (unfiltered) data set contains 205 records.

Start on a GM record that has Form Code B202 displayed. Then place your cursor somewhere in that question .

A-8. B202 ▼

Record: ◄◄ ◄ | 1 | ► ►◄ ►* of 205

Select FILTER BY SELECTION

Filter For: [   ]
🍸 Filter By Selection
✗ Filter Excluding Selection
   Advanced Filter
🍸✗ Remove Filter/Sort
🔍 Display Filter

Notice that you are now displayed the first of 10 records that contain Form Code B202.

A-8. B202 ▼

Record: ◄◄ ◄ | 1 | ► ►◄ ►* of 10 (Filtered)
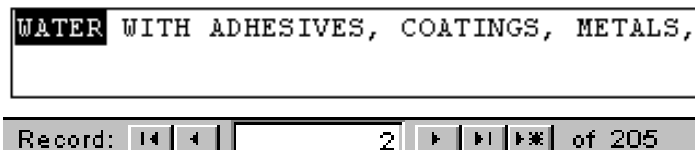
Filter Excluding Selection:

Use this as a short cut to only the records that <u>do not</u> meet a selection criteria currently displaced on screen..

Let's say for example, you want to see all GM records that <u>do not</u> have the word "water" in their description (question A2). Your original (unfiltered) data set contains 205 records.

Start on a GM form that has the word "water" in the description. Then, use your mouse to highlight it.
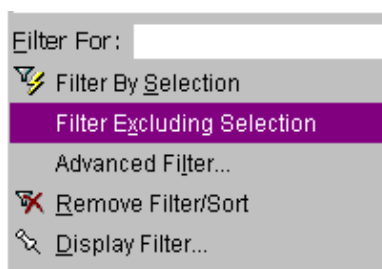
A-2. `WATER` WITH ADHESIVES, COATINGS, METALS,

Record: `|◄| ◄ |` `          2` `|►|►|►*|` of 205

Select the FILTER EXCLUDING SELECTION option.

Filter For: `                    `
- Filter By Selection
- **Filter Excluding Selection**
- Advanced Filter...
- Remove Filter/Sort
- Display Filter...

Notice that you are now displayed the first of 198 records that <u>do not</u> contain the word "water" in their description.

A-2. `SOLVENT: 1,1,1-TRICHLOROETHANE`

Record: `|◄| ◄ |` `          1` `|►|►|►*|` of 198 (Filtered)

Advanced Filter

UNDER CONSTRUCTION - Instructions will be posted at a later date.

Removing Filters:

To remove the filter, select RECORDS on the Command Menu, then select REMOVE FILTER/SORT. Your entire set of records will now be returned.
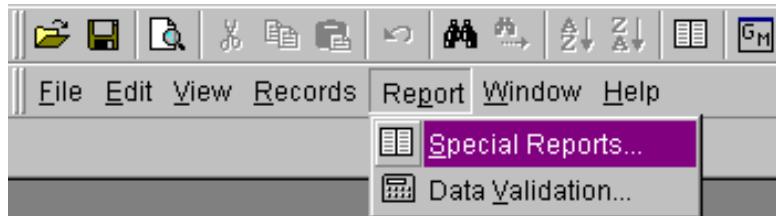
Displaying Filters:

This is a handy feature that displays any filters currently applied to your record set.

6. SPECIAL REPORTS

TurboWaste software contains a series of summary reports to help you evaluate your data.

To begin, select REPORTS and then SPECIAL REPORTS.

Header Files: Choose the HEADER FILE option to display the information contained within your individual header files.

Other: Choose the OTHER option and open the pull down menu. From there you will have seven summary reports to choose from.
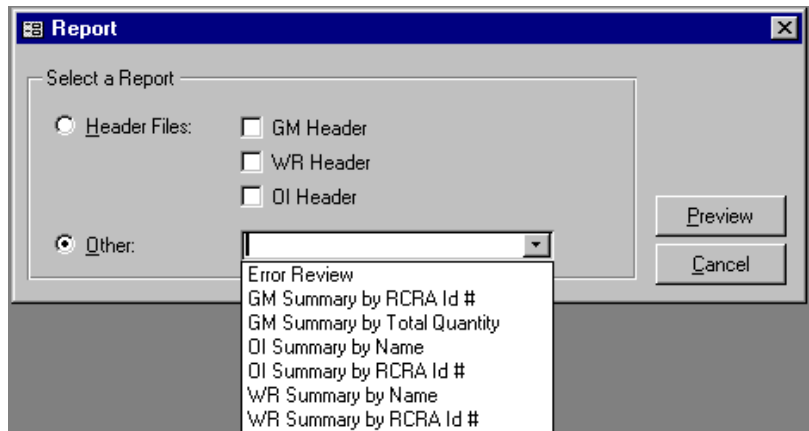
The Error Review report details all error reports you will see when you validate your data. The remaining six reports are summaries of your data from the GM, OI, and WR forms. Each one is designed to show the same data in two different sort orders.

7. DATA VALIDATION

☑ *Important Note:* Data Validation is a required step. Please perform this step on all of your data prior to submittal to Ecology. If upon receipt of your data, Ecology finds numerous errors, your data will be returned to you for clean up.

What is Data Validation?

Data Validation is the process by which you pass all your entered data through a series of audit reports. These reports check your data for inconsistencies and invalid entries.

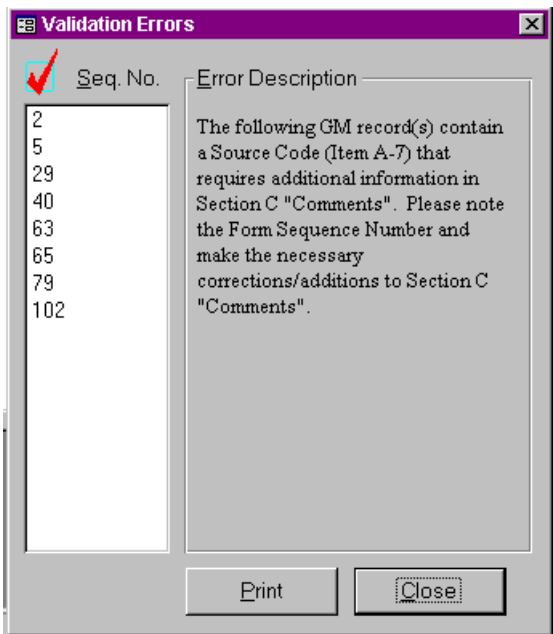To begin the process select REPORT, and DATA VALIDATION
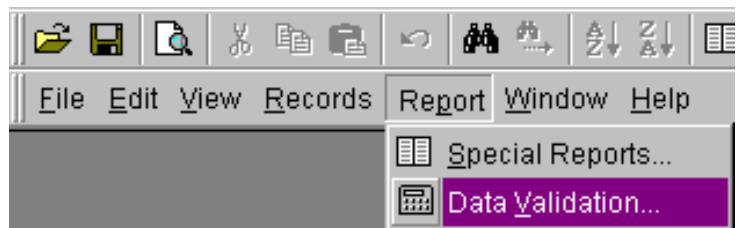
Next, select VALIDATE ALL. If errors are found, a series of reports will be displayed.

Select each of the reports by highlighting the report and then selecting VIEW REPORT button.
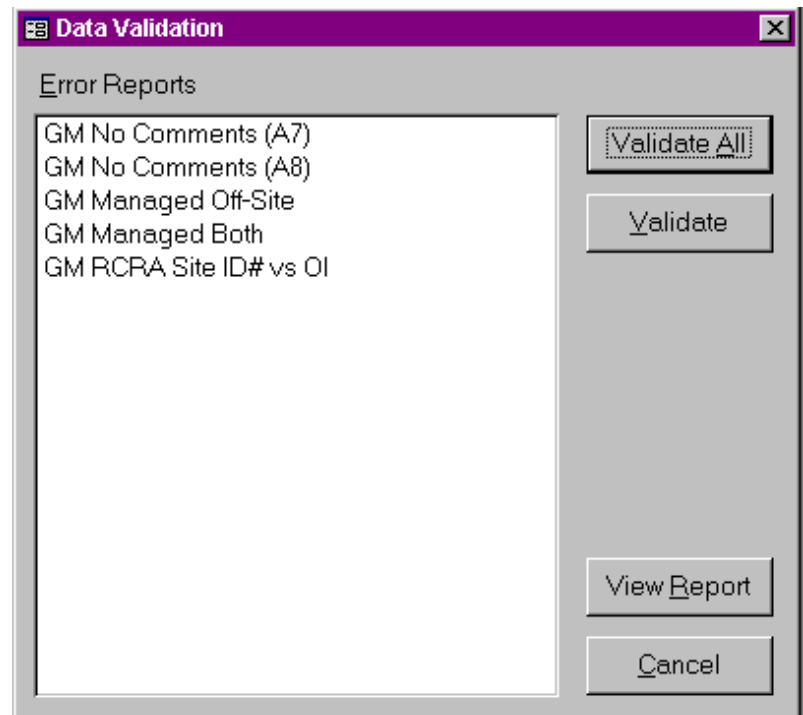
From this selection will come the "Validation Error" report that tells you which records in your data violate the data quality rules.
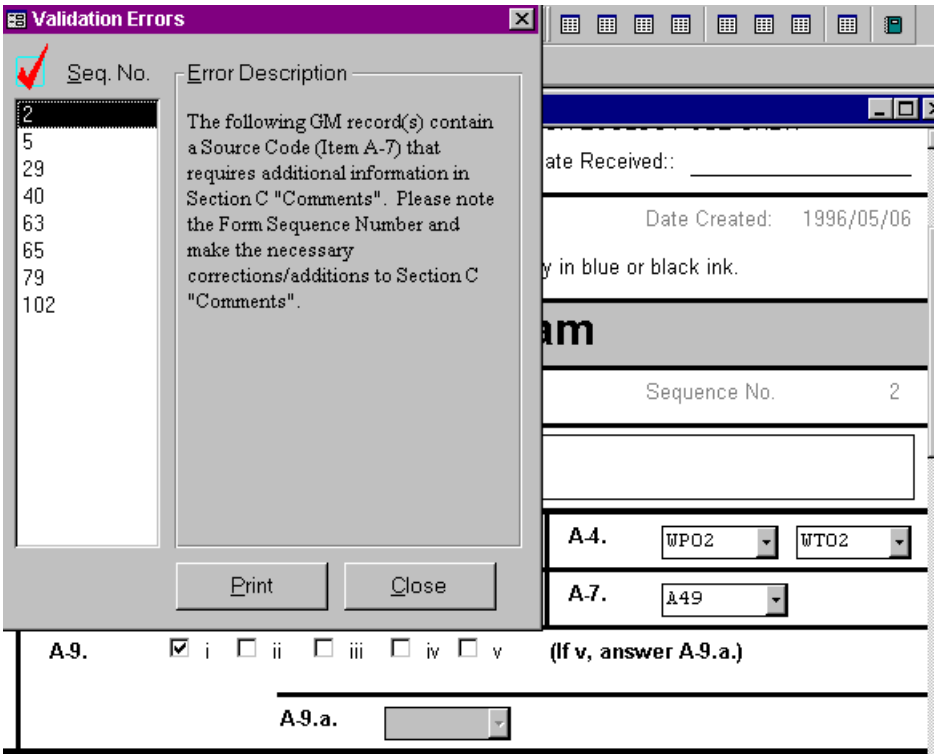
In this example (for "GM No Comments (A7)) the system found eight records or sequence numbers where data was incorrect. By reading the individual "Error Descriptions" you will understand what the problem is and how to correct it.

Validation Errors

Seq. No.
2
5
29
40
63
65
79
102

Error Description

The following GM record(s) contain a Source Code (Item A-7) that requires additional information in Section C "Comments". Please note the Form Sequence Number and make the necessary corrections/additions to Section C "Comments".

Print   Close

You can then double click on the sequence number and go directly to the record for correction. (TurboWaste does this by applying a "filter" to your data.)

After correcting the record, click the Validation Error CLOSE Button and return to the Data Validation screen.

If you like, you can then validate the individual report to ensure you made the appropriate correction (the report should drop off the error list).

Validation Errors

Seq. No.
2
5
29
40
63
65
79
102

Error Description

The following GM record(s) contain a Source Code (Item A-7) that requires additional information in Section C "Comments". Please note the Form Sequence Number and make the necessary corrections/additions to Section C "Comments".

Print   Close

ate Received:: _____

Date Created: 1996/05/06

y in blue or black ink.

am

Sequence No.   2

A-4.   WPO2   WTO2

A-7.   A49

A-9.   ☑ i ☐ ii ☐ iii ☐ iv ☐ v   (If v, answer A-9.a.)

A-9.a.

Continue this process until all errors are corrected. Then, re-run the VALIDATE ALL option one more time to ensure all corrections were made.

8. PRINTING

TurboWaste gives you the ability to print out GM, WR and OI forms. You can print a single form or your entire data set.

Start by opening up a form of the type you wish to print (either GM, WR or OI)

Then select PRINT PREVIEW (File pull down or Tool Bar icon).

Next, a "TurboWaste Print" tool bar will appear on your screen. This tool bar contains buttons that allow you to print, zoom, display a page, display 2 pages, or display multiple pages. It also contains a drop down menu which allows you to select the magnification.

Zoom Control
Print Preview 4 Pages
Print Preview 2 Pages
Print Preview 1 Pages
Print Preview
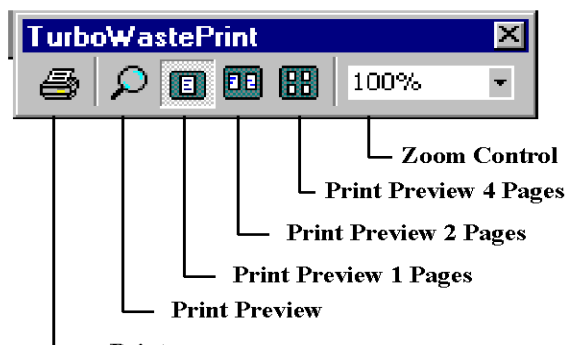
To print, select the PRINTER button. The print menu will now appear

This print menu allows you to assign your printer, select a page range, select the number of copies to print and has a collate option.

Also you can Print to File to save your record as a "printed image" in an electronic file.

After you have made your selections on the Print menu. Press OK to print, or cancel to abort the print job.
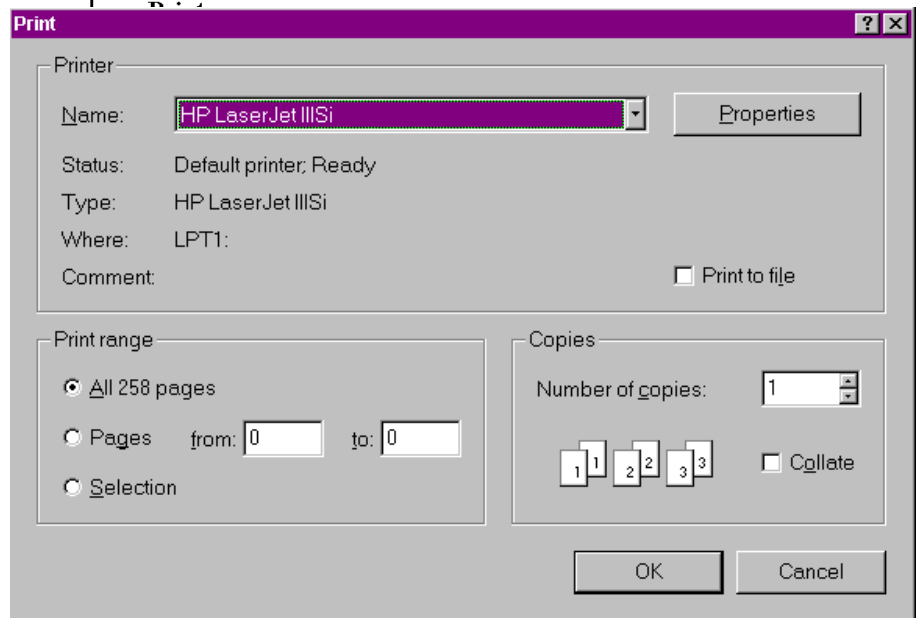
You can also use "filters" to print a select group of data.

---

9. EXPORTING

Turbo Waste provides flexibility in preparing your data files for exporting. The export file menu box allows you to select the GM, WR and OI files you want to export.
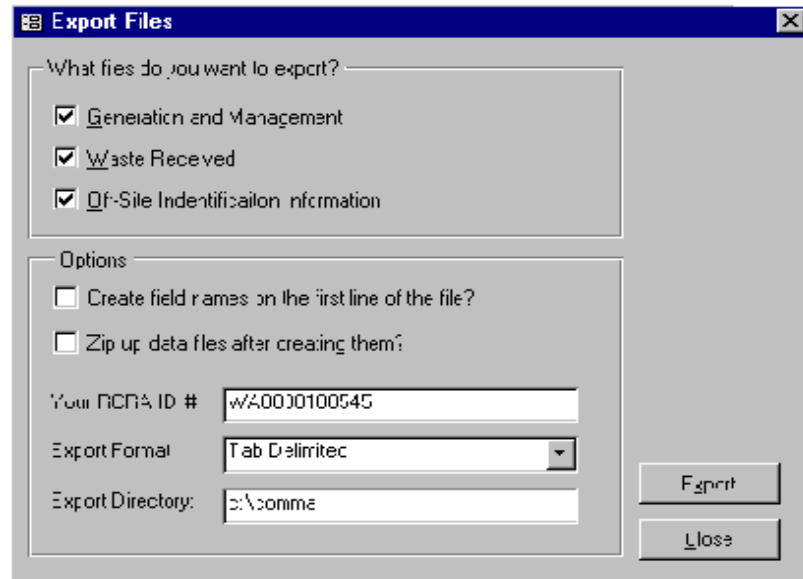
☑ *Important Note:* Before submitting your data to Ecology, you must first pass it through the series of Data Validation checks. Data with numerous validation errors will be returned to you for correciton.

When submitting your data to Ecology, select the option as a "Single Compressed File. You can save your file in the directory selected by the software or any directory of your choosing.

Pay special attention to the message that asks if your data has been validated prior to exporting. It is essential that your data be cleaned of all mistakes before sending to Ecology.

Other exporting options are provided to you.

1. Select specific files.
2. Create field names in your exported files, zip or compress your file(s).
3. Enter your facility RCRA Id number (important for companies with multiple sites using the single copy of Turbo Waste).
4. Select several file types (tab delimited, paradox 4.x, comma delimited).